

# Kentucky Health Data

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## Entering Student Health Data for Inclusion in End-of-Year Health Reports



Kentucky Department of Education  
Division of District Support  
School Year 2013-2014

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## Health Data Entry

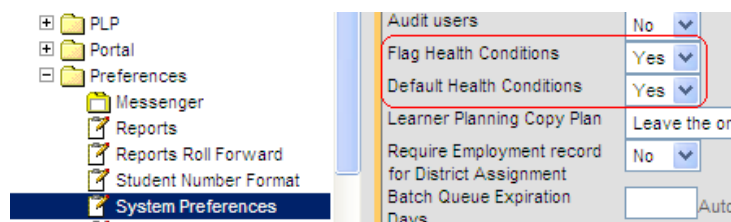
### Overview

The Health folder of Student Information allows a user to record health information about individual students. It is important the health information recorded is done accurately and in the correct fields.

### System Administration

*System Administration > Preferences > System Preferences*

Before accurate health data entry can begin, there is some set-up that needs to be done under System Administration > Preferences > System Preferences and System Administration > Health > Conditions List.

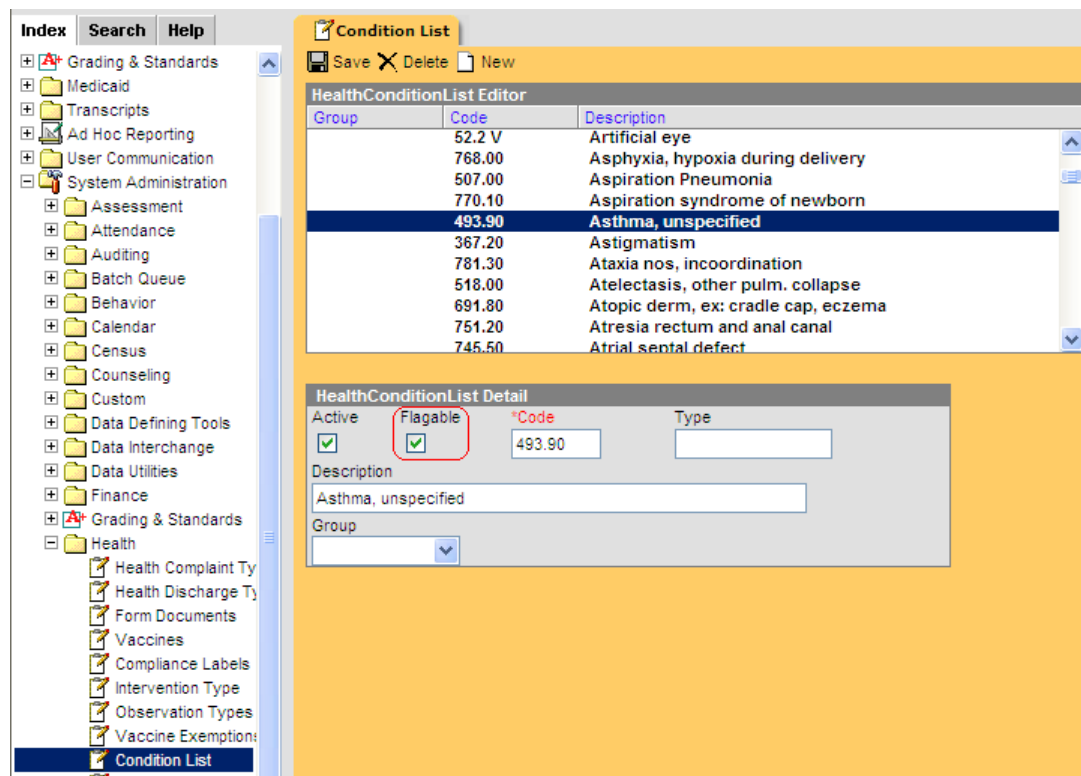


The preference for Flag Health Conditions and Default Health Conditions should both be set to 'Yes'.

### Instructions on flagging a health condition

*Path: System Administration > Health > Condition List*

Once you have verified that these system preferences have been selected, you will need to designate the health conditions you want to be able to flag with a user warning.



**Steps to Flagging Condition:**

1. Select the condition you want to flag by clicking on the condition name in the Health Condition List Editor.
2. Mark the Flagable checkbox. This allows a user to add a health condition flag to any student with that particular health condition, if needed.
3. Click Save.

**Note:** This will need to be done for each condition that might need an alert flag.

## Health Conditions

Path: Student Information>Health> Conditions Tab

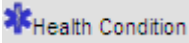
Data on all students with a documented chronic disease must be entered under the appropriate health condition code. Students with a chronic disease may also experience chronic absences. Schools need to be aware of all students with a chronic health condition to better serve the student and reduce any barrier to learning. The chronic health condition may be found on the student health information card that the parent or guardian has completed and/or documentation from the student's medical provider.

KRS 156.502 describes health services to be the provision of direct health care including the administration of medication, the operation, maintenance, or health care through the use of medical equipment or the administration of clinical procedures. Chronic health conditions that require daily delivery of a health service (by either the school nurse or trained unlicensed school personnel) during the instructional day should be entered in the health tab under health condition and a brief description of the required service written in the comments box.

Example: If a parent of a student with ADHD requests that the student receive a prescribed medication during the day (such as Ritalin or Adderall) the reason for the medication is the *Health Condition*. Using the steps on page 6, enter the following information.

- Search for ADHD
- Locate the health condition from the drop down box.
- Double-click on ADHD. The description and ICD-9 Code will be auto-populated.
- Under comments, enter the health service school personnel are authorized to perform (Example: administer Ritalin every day at noon).
- Enter the dosage as written on the prescription label.

Some students will not require a daily scheduled medication or medical procedure but may require accommodations for a chronic health condition. For example, students with an overactive bladder may need accommodations for more frequent bathroom breaks. If urinary frequency or incontinence of bowel or bladder is noted on the student's health card, the health condition can be found from the drop down menu or by typing in the first few letters of the chronic health conditions. Select the most appropriate ICD-9 code and then in the comment section, include a comment stating the student needs frequent bathroom breaks. Students requiring procedures such as tracheotomy care, tube feeding, or cauterization should also be entered with a description of the health service required to be provided.

In addition, any chronic health condition that does not require a daily scheduled action; but potentially could require an emergency action/medication (if the emergency situation occurred) should also be entered on the Health Conditions tab and also a check placed in the "display flag" box. 


Examples include:


1. The student is known to have asthma but doesn't bring the inhaler to school. Asthma should be entered as the chronic health condition and then in the user warning box states that the child has

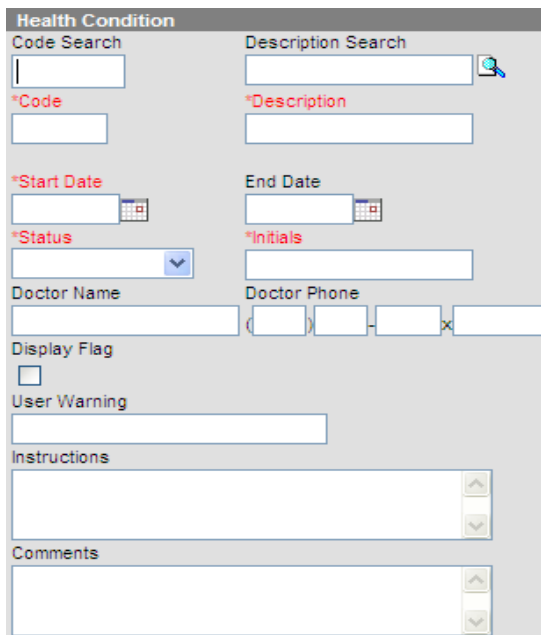
no inhaler at school. Or, if the student has asthma and brings inhaler to school, enter the information how often the inhaler is to be used and/or where the inhaler is located.

2. Some students may require medication prior to an activity such as physical exercise. The user warning flag may also alert teachers and/or staff of the health services needed prior to the activity.

Teachers and staff will be able to see information included in the user warning box when the cursor is hovering over the medical condition display flag.

Please use the display flag  **Health Condition** and user warning box for chronic health conditions to provide information on how to provide emergency care for the student

You may continue to use the Campus Medical program flag  **Medical** for non-health services information to notify teachers, such as “wears glasses.”



The screenshot shows a web form titled "Health Condition". It contains several input fields and sections: "Code Search" and "Description Search" at the top, each with a magnifying glass icon; "\*Code" and "\*Description" fields; "\*Start Date" and "End Date" with calendar icons; "\*Status" with a dropdown menu and "\*Initials" field; "Doctor Name" and "Doctor Phone" fields; a "Display Flag" checkbox; a "User Warning" text area; "Instructions" and "Comments" sections with scrollable text areas.

**Use the Description Search to locate the Health**

**Condition/ICD-9 Code**

Choose from the drop down menu the Health Condition for student.

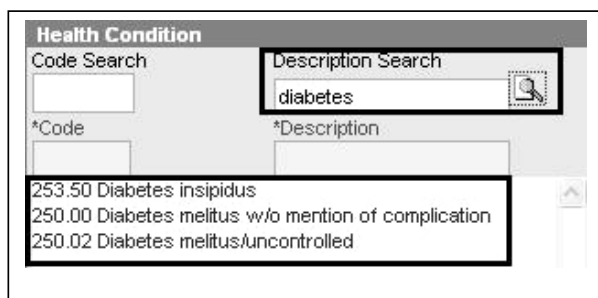
### Steps to Enter a Health Condition:

1. Select New Condition at the top of the Conditions tab.
2. Enter the name of the condition in the Condition Search box, such as ADHD or diabetes. Click the magnifying glass icon to search the ICD-9 entries.
3. Entries that match will show up in blue. Select the correct entry to load the name of the condition, as well as its code. (See Figure 1)
4. Enter the Start Date.

5. When or if the condition is resolved, an End Date should be used to indicate the condition is no longer being tracked or has been resolved. Enter the status of the condition, Not Resolved, Resolved or Unknown.

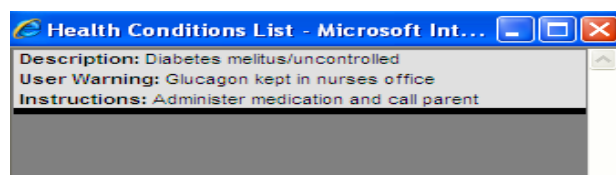
*NOTE: If an end date is entered for this school year and the student returns the falling school year with the same health condition, this information will have to be re-entered.*

6. The person entering this information should put their initials in the Initials field.
7. The name of the doctor who diagnosed the condition may be entered in the Doctor Name field. This information is used in conjunction with Medicaid billing for services.
8. Enter the Doctor's Phone Number, if available.
9. Select the Display Flag checkbox IF this condition requires a warning about an EMERGENCY action that would need to take place if it occurred (e.g. diastat gel administered for a seizure or glucagon for diabetic episode). Selecting this will result in a flag appearing next to the student's name. The start and end dates determine when the flag will be displayed.
10. Enter a User Warning comment that will appear when the flag is hovered over. This is required if the Display Flag checkbox is selected. (See Figure 2)
11. Enter any instructions for the condition in the Instructions field.
12. In the Comments box, enter in additional information such as instructions from ~~the doctor~~, etc. medical provider
13. Click Save Condition at the top of the tab.



The screenshot shows a web form titled "Health Condition". It has two search fields: "Code Search" and "Description Search". The "Description Search" field contains the text "diabetes". Below these fields are two columns: "\*Code" and "\*Description". A list of results is displayed below the "\*Description" column, showing three entries: "253.50 Diabetes insipidus", "250.00 Diabetes melitus w/o mention of complication", and "250.02 Diabetes melitus/uncontrolled".

**Figure 1**



The screenshot shows a window titled "Health Conditions List - Microsoft Int...". It displays three lines of text: "Description: Diabetes melitus/uncontrolled", "User Warning: Glucagon kept in nurses office", and "Instructions: Administer medication and call parent".

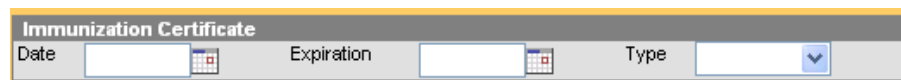
**Figure 2**

## Immunizations

*Path: Student Information > Health > Immunizations Tab*

The immunizations tab includes fields for storing data related to the student's immunization certificate. The IC Health module provides reports that identify students with expired certificates, missing certificates as well as type of certificate. **Required data entry includes certificate date, expiration date and certificate type.** These will be reported to the Kentucky Department of Education at the end of the school year.

*Required for Initial Entry and 6<sup>th</sup> Grade Students*

A screenshot of a web form titled "Immunization Certificate". The form has a light gray header bar with the title. Below the header, there are three input fields: "Date" with a calendar icon, "Expiration" with a calendar icon, and "Type" with a dropdown arrow. The fields are arranged horizontally.

### Steps to enter a student's Kentucky Immunization Certificate data:

1. Enter the date the certificate is in effect the first date box.
2. Enter the expiration date (found above the signature) of the certificate submitted. If religious exemption is checked, no expiration date is required.
3. Select the type of certificate. If Medical Type is chosen, user should specify the Medical waiver under the immunization that is applicable.

### Entering Immunization Waivers

To enter immunization waivers, open the correct shot record, select the district approved waiver reason, and enter the date in the MM/DD/YYYY or MMDDYY format. When you click Save at the top of the tab, it will refresh the Summary.



## Health Screenings

Path: Student Information />Health > Screenings Tab

The Health Screenings tab allows you to store health screening information on a student. If a screening has been completed in the past, it will be shown on the Screening History. To edit a previous screening, click on the screening name to open the screening detail editor.

Screening History		
Type	Date	Comments
Child & Teen Checkup	12/05/2007	
Child & Teen Checkup	05/06/2009	

### Steps to entering a New Screening

1. Click New at the top of the Screening tab.
2. The date will auto populate with today's date. If this is not correct, enter the correct date by typing it in with the MM/DD/YYYY or MMDDYY format or by clicking on the date box and selecting the correct day.
3. From the Type dropdown box, select the required screening. This will open the correct screening records for this type.
4. Enter in the pertinent information related to the student's screening in the appropriate boxes.
5. When you have completed the screening information, click Save at the top of the tab. This record will now appear with the Type, Date, and Comments visible in the Screening History window.

Health Office Visits | Documents | Contact Log | Student Schedule

Summary | Conditions | Immunizations | Screenings | Medications

Save X Delete New Print

Type	Date	Comments
Child & Teen Checkup	12/05/2007	
Child & Teen Checkup	05/06/2009	

Screening Detail

\*Date: 07/25/2011

\*Type: Early Childhood Health Appraisal, Tuberculosis, Sports Physical, Child & Teen Checkup, Placement, Re Screen, Vision, Hearing, Vision/Hearing, Dental, Scoliosis, Other

Comments

+ Sports Physical  
+ Height/Weight and Vital Signs  
+ Vision  
+ Hearing  
+ Early Childhood Screening  
+ Child and Teen Checkup  
+ Developmental, Social and Emotional

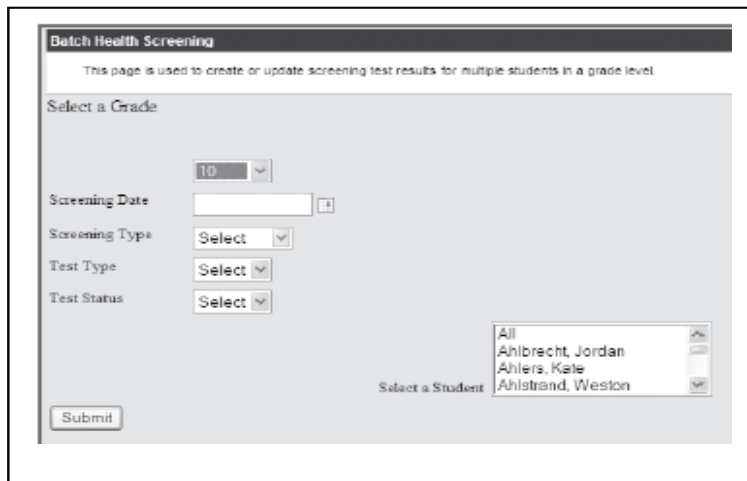
## Batch Health Screening Entry

*Path: Health >Batch Health Screening*

The Batch Health Screening tool allows for mass entry of screening results for a group of students.

### Steps for Batch Entry Screenings:

1. Select the school and year on the gray Campus Toolbar.
2. Select the Batch Health Screening tool from the Health Module.
3. Three types of screenings (vision, hearing and scoliosis) may be entered using the batch tool.
4. To enter a batch screening, first select the grade level for the students.
5. If all students in the grade level will have the same screening type and results status, select All. If particular students will have a particular type/status combination, select those students using the Shift or Control keys while clicking the mouse.
6. Select the relevant screening type and test type.
7. Select the relevant status for those students.
8. Click Submit.



The screenshot shows a web form titled "Batch Health Screening". Below the title is a subtitle: "This page is used to create or update screening test results for multiple students in a grade level". The form contains several input fields and a list of students.

- Select a Grade:** A dropdown menu with "10" selected.
- Screening Date:** A text input field with a calendar icon.
- Screening Type:** A dropdown menu with "Select" selected.
- Test Type:** A dropdown menu with "Select" selected.
- Test Status:** A dropdown menu with "Select" selected.
- Select a Student:** A list box showing a list of students: "All", "Ahlbrecht, Jordan", "Ahlers, Kate", and "Ahlstrand, Weston".
- Submit:** A button at the bottom left.

The screenings will then be written on the student's health screening tab and will be included in the screening compliance report.

## Health Screenings Guidelines

### Physical Exams (Required) - Grades 00 and 06

**Summary** | **Conditions** | **Immunizations** | **Screenings** | **Medications** | **Health Office Visits** | **Documents** | **Contact Log** | **Student Schedule**

Save X Delete New Print

Type	Date	Comments
Child & Teen Checkup	08/04/1999	Initial Entry Physical
Vision/Hearing	12/07/2002	
Vision/Hearing	01/12/2005	
Child & Teen Checkup	11/16/2006	
Vision/Hearing	11/16/2006	
Child & Teen Checkup	08/09/2007	6th Grade Physical

**Screening Detail**

\*Date: 10/15/2012 \*Type: Child & Teen Checkup

Comments:

☐ Sports Physical

☐ Height/Weight and Vital Signs

☐ Vision

☐ Hearing

☐ Early Childhood Screening

☐ Child and Teen Checkup

Date of Exam: 10/15/2012 Type: [dropdown]

Location: [dropdown] Status: [dropdown] Healthcare: [dropdown]

☐ Developmental, Social and Emotional

☐ Speech

☐ Tuberculosis

☐ Scoliosis

☐ Dental

#### Requirements:

- For initial entry into Kindergarten, if the student has also received an Early Childhood Preventative Health Exam for entrance into either Head Start or Preschool, the Early Childhood Exam meets the preventative health exam for initial entrance into a Kentucky public school.
- For entry into 6<sup>th</sup> grade, the student shall have a “Child & Teen Checkup” within one year of entering 6<sup>th</sup> grade.

702 KAR 1:160 allows school districts the option of extending compliance with the physical exam requirement (initial entry and 6<sup>th</sup> grade) not to extend more than 2 months from the first day of school. Therefore, Infinite Campus will count the student as meeting this requirement up until October 15 of the current school year.

(Example: For a student entering grade 6 in a school that begins August 1, 2013, the physical exam must occur between August 1, 2012 and October 15, 2013.

## Vision Screening (Required) - Grade levels screened determined by district

**Summary** | **Conditions** | **Immunizations** | **Screenings** | **Medications** | **Health Office Visits** | **Documents** | **Contact Log** | **Student Schedule**

Save X Delete New Print

**Screening History**

Type	Date	Comments
Child & Teen Checkup	08/04/1999	Initial Entry Physical
Vision/Hearing	12/07/2002	
Vision/Hearing	01/12/2005	
Child & Teen Checkup	11/16/2006	
Vision/Hearing	11/16/2006	
Child & Teen Checkup	08/09/2007	6th Grade Physical

**Screening Detail**

\*Date: 09/27/2012 \*Type: Vision

Comments:

**Sports Physical**

**Height/Weight and Vital Signs**

**Vision**

Date: 09/27/2012 Status: Status Test Type: S: Vision Screening

Acuity R: 20/ Acuity L: 20/ Cor Lens: Cor Lens

Color Vision: Color Vision Cover Test: Cover Test External Inspection: External Inspection

Corneal Reflex: Corneal Reflex Referral Date: 09/27/2012

**Hearing**

**Early Childhood Screening**

**Child and Teen Checkup**

**Developmental, Social and Emotional**

**Speech**

**Tuberculosis**

**Scoliosis**

**Dental**

### Vision Screenings

The vision test type is “S” = Vision Screening and the date should be between the first day of school and the last day of school.

- Enter Date of Screening, Status (pass/fail), and Test Type (screening)

### Vision Referrals

The referral date is between the first day of school and the last day of the current school year.

- Enter Date of Referral, Failed for status and “R” for Test Type

## Vision Exams (Required) - Grade 00

Summary Conditions Immunizations Screenings Medications Health Office Visits Documents Contact Log Student Schedule

Save Delete New Print

**Screening History**

Type	Date	Comments
Child & Teen Checkup	08/04/1999	Initial Entry Physical
Vision/Hearing	12/07/2002	
Vision/Hearing	01/12/2005	
Child & Teen Checkup	11/16/2006	
Vision/Hearing	11/16/2006	
Child & Teen Checkup	08/09/2007	6th Grade Physical

**Screening Detail**

\*Date: 09/27/2012 \*Type: Vision

Comments:

**Sports Physical**

**Height/Weight and Vital Signs**

**Vision**

Date: 09/27/2012 Status: Test Type: E: Vision Exam

Acuity R: 20/ Color Vision: Corneal Reflex: Referral Date: Acuity L: 20/ Cover Test: External Inspection: Cor Lens:

**Hearing**

**Early Childhood Screening**

**Child and Teen Checkup**

**Developmental, Social and Emotional**

**Speech**

**Tuberculosis**

**Scoliosis**

**Dental**

## Vision Exams

The vision test type is "E"=Vision Exam. The exam must be completed no later than January 1st of the first year a 3, 4, 5 or 6 year old enrolls in a Kentucky public school. Only one (1) vision exam is required.

- Enter Date of Exam and Test Type (exam)

## Hearing Screenings (Required) - Grade levels screened determined by district

Summary Conditions Immunizations **Screenings** Medications Health Office Visits Documents Contact Log Student Schedule

Save Delete New Print

**Screening History**

Type	Date	Comments
Child & Teen Checkup	08/04/1999	Initial Entry Physical
Vision/Hearing	12/07/2002	
Vision/Hearing	01/12/2005	
Child & Teen Checkup	11/16/2006	
Vision/Hearing	11/16/2006	
Child & Teen Checkup	08/09/2007	6th Grade Physical

**Screening Detail**

\*Date: 09/27/2012 \*Type: Vision

Comments:

**Hearing**

Date	Status	Otoacoustic Emissions	Type
09/27/2012			
250 R 500 R 1000 R 2000 R 4000 R 6000 R 8000 R		Tympanometry R	
250 L 500 L 1000 L 2000 L 4000 L 6000 L 8000 L		Tympanometry L	

Early Childhood Screening

Child and Teen Checkup

Developmental, Social and Emotional

Speech

Tuberculosis

Scoliosis

Dental

### Hearing Screenings

The hearing type is “O” = Original or “OE” = Outside Exam and the date must be between the first day of school and the last day of the current school year.

- Enter Date of Screening, Status (pass/fail), Test Type (select appropriate type)

### Hearing Referrals

- Enter Date of Referral, Failed for status and “R” for Test Type

## Dental Exam or Dental Screenings (Required) - Students Aged 5 or 6

The screenshot displays a software interface for managing student health records. The top navigation bar includes tabs for Summary, Conditions, Immunizations, Screenings, Medications, Health Office Visits, Documents, Contact Log, and Student Schedule. The 'Screenings' tab is active. Below the navigation bar are buttons for Save, Delete, New, and Print. The main content area is divided into three sections: Screening History, Screening Detail, and a sidebar for screening categories.

**Screening History**

Type	Date	Comments
Child & Teen Checkup	08/04/1999	Initial Entry Physical
Vision/Hearing	12/07/2002	
Vision/Hearing	01/12/2005	
Child & Teen Checkup	11/16/2006	
Vision/Hearing	11/16/2006	
Child & Teen Checkup	08/09/2007	6th Grade Physical

**Screening Detail**

\*Date: 09/27/2012  
 \*Type: Dental  
 Comments:

**Sidebar Categories:** Sports Physical, Height/Weight and Vital Signs, Vision, Hearing, Early Childhood Screening, Child and Teen Checkup, Developmental, Social and Emotional, Speech, Tuberculosis, Scoliosis, Dental.

**Dental Section Fields:**

- Date: 09/27/2012
- Dental Sealants Present: [Dropdown]
- Caries History: [Dropdown]
- Untreated Caries: [Dropdown]
- Soft Tissue Pathology: [Dropdown]
- Malocclusion: [Dropdown]
- Urgent Treatment: [Dropdown]
- Restorative Care: [Dropdown]
- Preventative Care: [Dropdown]
- Dental Other: [Text Field]
- Dental Waiver Date: [Date Field]
- Dental Waiver Reason: [Dropdown]
- Test Type: [Dropdown]
- Referral Date: [Date Field]

Districts are required to enter a dental exam or dental screening for students aged five (5) or six (6) who enroll in a public school. Students are required to show proof of a dental screening or dental exam no later than January 1 of the first year of enrollment in Kentucky.

1. Enter the Date of the screening/exam.
2. Select the Test Type from the dropdown list, either Screening or Exam.
3. If referral needed, enter the date a referral was made.
4. Click Save.

\*The student may be four (4) years of age when the exam or screening occurs, as long as the child's fifth (5th) birthday is no later than December 31 of the same calendar year and this is the first year the child is enrolled in Kindergarten.

## Scoliosis Screenings (No longer required)- Grades 06 and 08

Effective July 1, 2012, per 702 KAR 1:160, scoliosis screening is no longer a required screening and data entry.

## Health Data Verification Instructions

The Health Conditions & Alerts Summary and Student Immunization and Screening information will be extracted by KDE (no district submission required). Data should be cleaned up and ready for extraction by June 1<sup>st</sup>.

**STUDENT HEALTH IMMUNIZATION AND STUDENT HEALTH SCREENING REPORTS SHOULD BE GENERATED AND SAVED BEFORE END-DATING THE ENROLLMENTS**

### End of Year Health Objective:

To verify district health data for 2013-14 school year, the data should be verified by reviewing the following Infinite Campus extracts for accuracy prior to June 1<sup>st</sup>

### Health Condition Summary

Path: Health>Reports>Health Condition Summary

The screenshot shows the 'Health Conditions Summary' report generation tool. At the top, there are filters for Year (11-12), School (All Schools), and Calendar (All Calendars). A left-hand navigation pane lists various system functions, with 'Health Condition Summary' highlighted under the 'Reports' section. The main content area is titled 'Health Conditions Summary' and includes a description: 'This tool will extract a summary of Health Conditions occurring between the Start Date and End Date separated by group. Uncheck the "Include Calendars" checkbox to remove the Calendars section from the printout.' Below this, there are three sections: 'Extract Options' with 'Start Date\*' (07/01/2011) and 'End Date\*' (06/30/2012) fields, an 'Include Calendars' checkbox (checked), and a 'Generate Extract' button; 'Select HealthCondition groups' with a list box containing 'All Conditions' and 'Health Conditions (non-grouped)'; and 'Which calendar(s) would you like to include in the report?' with radio buttons for 'active year' (selected), 'list by school', and 'list by year'. A preview window on the right shows a list of schools for the 11-12 year: 11-12 Anderson County Early Ch, 11-12 Anderson County High Sch, 11-12 Anderson County Middle S, 11-12 Emma B. Ward Elementary, 11-12 Robert B. Turner Element, and 11-12 Saffell Street Elementar. A note at the bottom says 'CTRL-click and SHIFT-click for multiple'.

1. Enter the Start and End Dates for the report. (Beginning of fiscal year through June 30th for state reporting)
2. Select All Conditions
3. Select all calendars for state reporting purposes. To select all calendars, use Ctrl-click or Shift-click.
4. Select Generate Extract
5. Review and confirm the data generated by the report prior to June 1<sup>st</sup>.



## **Student Health Immunization**

*Path: Health>Reports>Student Health Immunization*

The screenshot shows the 'KY Student Health Immunization Report' page. At the top, there are dropdown menus for 'Year' (set to 11-12), 'School' (set to All Schools), and 'Calendar' (set to All Calendars). Below these are tabs for 'Index', 'Search', and 'Help'. The 'Index' tab is active, showing a tree view of the system's navigation menu. The 'Health' category is expanded, and 'Student Health Immunization' is selected. The main content area has a blue header with the report title. Below the header, a message states: 'This report may take several minutes to render. Please do not click Generate Report more than once.' There is an 'Effective Date' field set to '08/01/2012' with a calendar icon, and a 'Generate Report' button below it.

1. Enter the effective date of the report
2. Generate Report
3. Review and confirm the data generated by the report prior to June 1st

## **Student Health Screening**

*Path: Health>Reports>Student Health Screening*

The screenshot shows the 'KY Student Health Screening Report' page. At the top, there are dropdown menus for 'Year' (set to 11-12), 'School' (set to All Schools), and 'Calendar' (set to All Calendars). Below these are tabs for 'Index', 'Search', and 'Help'. The 'Index' tab is active, showing a tree view of the system's navigation menu. The 'Health' category is expanded, and 'Student Health Screening' is selected. The main content area has a blue header with the report title. Below the header, a message states: 'The purpose of the Health Screening Report is to identify students that have valid health screening information. This report may take several minutes to render. Please do not click Generate Report more than once.' There is a 'Generate Report' button below the message.

1. Generate Report

Review and confirm the data generated by the report prior to June 1<sup>st</sup>

## Overview of School Health Requirements per 702 KAR 1:160

Type	Age of child	School Documentation	Data Entry into IC?
Physical exam	3,4, or 5	Initial entry to school (can accept Head Start or Preschool)	Yes
Physical exam	10, 11 or 12 (usually)	Performed up to 1 year prior to 6th grade entry. <u>Student repeating grade 6 are exempt from exam</u>	Yes
Vision exam	3,4,5 or 6	Initial entry to school (can accept Head Start or Preschool)	Yes
Dental exam/screening	5 or 6*	Entry to grade 00- ONLY	Yes
Hearing and vision screening	any age	School determine which grades screened	Yes
Immunizations	varies	Immunization certificate for Grades 00 and 6th	Yes
Medication administration	varies	Medication administration for scheduled, PRN & ER	preferred
Health office visits	varies	Individual health office visits and treatments	preferred

\* Dental Exam/screening must be between Jan 1 and December 31 of year enrolled in Grade 00. (FYI-child may be 4 years old at time of dental exam or screening, but must be at least 5 years old by Dec 31 of year enrolled in Grade 00)